



Windsor Forest TR Group

Minutes of Committee Meeting 26 Mar 24 by Zoom Conference

Present:

Tim Bartholomew (TB) – Treasurer (and Register point of contact)

Barry Green (BG) – Social Secretary

Graham Smith (GS) – Member

Mike Heelis (MH) – Membership Secretary (coopted)

1. The minutes of the previous meeting were accepted and signed.

2. **Matters arising from previous minutes:**

Final details of drive it day 2024 now on website. **Closed**

2024 Xmas lunch booking – Done. **Closed**

Next Newsletter review – Done. **Closed**

Final allocation of GL duties amongst the committee – Done. Document available to members on request. **Closed**

TR Action content writer – Request for volunteers published. Nothing more we can do. **Closed**

3. **Membership Report**

No new members. MH will continue to contact new members and keep the local list and mailchimp updated. **MH – NFA**

4. **Treasurers Report**

Discussion about the cost of the Christmas Function. Agreed that we ask members to register but not pay until later in the year. No further action required until closer to the event.

5. **Social Secretary Report and Events Programme**

New date for Upham now agreed and published (27 July). **NFA**

Itinerary for this year nearly complete. Suggested that we add car shows and ask members if they have a run they want to organise. Mentioned at clubnight and published on the newsletter. **NFA**

8. **AoB**

Need a new login to the TRR website as we no longer have a GL. **GS**

Need to confirm the email addresses the TRR use to contact WFTR **GS**

TR news we receive via email will be included in the Newsletter **All**

Details of the various insurances to be published on the website **GS**

A breakdown of WFTR Committee tasks to be run on for the next year are per Annex A below.

9. Date of next meeting: 30 Apr at 1600hrs by Zoom.

WFTR Committee Responsibilities/Tasks

To the Register:

1. Provide a 3 monthly report to the area Director on activities etc. Not sure now that leadership Team has changed. In theory we report to the Membership Director – Andy Holyoke.
Tim
2. Respond to notifications of membership additions and deletions by maintenance of an up to date membership list. No notifications since Feb this year. **Mike**
3. Attend annual GL meetings at Gaydon (March time). **None**
4. Provide a write up for the TR Action magazine. Missed the last couple! **None**
5. No need to worry about it now, but Drive it Day happens in rotation and at some stage we will have to deliver again. **Years away**
6. Be a member of the Register WhatsApp group and respond if considered appropriate.
None
7. Enter WFTR events onto the Register website to ensure we are registered for insurance.
Graham
8. Be the one nominated person with access to the Register website so as to be able to input as required. I think Graham has login authority as I asked for it some time ago. **Graham**
9. Be the go to person from the Register as I am GL. **Tim**

To the Group:

10. Act as the focal point for all WFTR matters. **All**
11. Focal point to ensure new members are welcomed at club nights. **All**
12. Writing to new Club members when notified of a WFTR allocation. **Mike**
13. Have access to and maintain committee@wftr.co.uk. **All – maintained by Graham**
14. Write the monthly newsletter and post on the WFTR website. **Graham**
15. Maintain a Mailchimp account so as to be able to provide notification of newsletter or stop press issue. **Mike**
16. Maintain list of members within the Mailchimp account. **Mike**
17. Continually dream up ideas for activities and presentations at club nights to make them interesting and motivate folk to come. **All**
18. Maintain the club night attendance book and on line record. **Mike**
19. Give a brief talk at club night for current issues and lead into raffle/presentations. **All**

20. Handle all of the AGM preparation and running of the meeting on the day. **All**
21. Convene committee meetings, chair, issue agenda's, write minutes and maintain Register Zoom account access. **All**
22. Post signed off minutes onto WFTR website. **Mike**
23. Be signatory on the bank account and sign off payments in conjunction with the treasurer. **Mike and Tim**
24. Organise events. **All, Barry and Members**
25. Maintain a file structure and records. **Mike**
26. Be responsible for GDPR and privacy policy. **Tim**
27. Maintain a log of how many physical items we own and their whereabouts. **Mike**